[COMPANY NAME]

[ADDRESS]

[CITY, STATE, ZIP CODE]

[DATE]

**Subject: Notification of Upcoming System Maintenance**

Dear [Customer’s Name/Valued Customers],

We are reaching out to inform you about scheduled system maintenance that will take place to ensure the continued reliability and performance of our services.

**Maintenance Schedule**

* **Date**: [START DATE]
* **Time**: [START TIME] to [END TIME] ([TIME ZONE])
* **Duration**: Approximately [X HOURS/MINUTES]

**Impact on Services**

During this time, the following services will be temporarily unavailable:

* [*Service 1*]
* [*Service 2*]
* [*Service 3*]

We anticipate that all services will resume normal operations immediately after the maintenance period ends.

**What You Need to Do**

We recommend completing any critical tasks or transactions that depend on these services before the maintenance begins.

**Support During Maintenance**

If you have any urgent concerns during the maintenance window, please contact our support team at [Email Address/Phone Number].

We appreciate your understanding and apologize for any inconvenience this may cause. Thank you for your patience as we work to enhance your experience.

Yours sincerely,

……………………………………………………….

[NAME]

[TITLE/POSITION]

[COMPANY NAME]